



JOB DESCRIPTION

TITLE:	Assistant to City Manager	LAST UPDATED:	August 2014
DEPARTMENT:	Administration	SALARY:	
REPORTS TO:	City Manager	FLSA DESIGNATION:	Exempt

Compensation: \$55,000-\$70,000 Annually

Summary: The purpose of this position is to assist the City Manager, department directors and other city staff with a variety of highly complex administrative functions and special projects. This is accomplished by coordinating and directing activities of other staff members, and planning and executing various tasks related to assigned projects, performing project management research and coordinating assigned special projects and programs. Serve as a liaison to various staff, Council and public.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) duties include but are not limited to the following.

Essential Job Functions:

- Prepare various correspondence for the City Council appointed boards and commissions, management and staff
- Coordinate and direct activities of staff members.
- Plan and execute various tasks related to assigned projects
- Perform project management, research and coordination for assigned special projects and programs.
- Serve as liaison to civic and appointed boards, commissions and committees and to the City Manager.
- Communicate city policy to boards, commissions and committees. Exchange information and ideas of assigned boards, commission and committees to city management.
- Coordinate staff efforts to address and achieve recommendations or requests from assigned boards, commissions, and committees.
- Prepare written correspondence for the City Manager to various external agencies.
- Communicate with the public regarding complaints, concerns and requests for information.
- Perform various tasks to complete special projects as requested such as: research, compiling, and analyzing information and creating reports that help present and interpret data to identify alternatives and recommendations.
- Provide complex and professional assistance to the City manager.
- Prepare and present staff reports and other necessary information.
- Develop and present recommendations on programs, policies and procedures as a result of assigned projects.
- Prepare variety of documents analyses and reports for City Manager's Office

Other Duties:

- Present projects and information to City Council
- Travels to and attends educational and professional conferences, training
- Performs other related duties as assigned
- Regular and consistent attendance for the assigned work hours is essential

Required Knowledge and Skills:

- Knowledge various federal, state and local laws, policies and procedures applicable to basic job tasks.
- Ability to read and understand reference and legal materials such as the Local Government Code and other State Statutes
- Ability to communicate concisely and effectively, verbally and in writing with proficient use of English, spelling, grammar and punctuation
- Ability to establish and maintain good working relationships with elected officials, city staff, citizens, media and the general public
- Ability to avoid any conflict or appearance of conflict of interest in the performance of duties and responsibilities to include election related items
- Ability to present information in public forums in a professional manner
- Ability to provide tactful and appropriate responses to inquiries from the public, city staff and other agencies
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under pressure of time-sensitive deadlines
- Skill in resolving citizen complaints and concerns

Preferred Education, Experience, and Certifications:

- Bachelor's Degree in Public Administration or Business Administration
- Masters of Public Administration Preferred
- Valid Driver's License

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to bending, stooping, and lifting boxes.
- Attendance at evening meetings is required. May require some weekends

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, telephone and other standard office equipment.